

Mechanism /Procedure of Open Book Examination for Spring 2020,

prepared by the Apex Committee to be followed by all concerned

1. Date sheet for all the programs offered by a department shall be shared well before commencement of online examination. The Chairpersons/HoDs shall ensure clash free date sheet to enable students to attempt online examination for all registered courses. Date -sheet has to be finalised and submitted through Dean of the Faculty for online display (on LMS and University website), latest by **15th July, 2020**. Format of the date-sheet shall be circulated from the office of Director Examination.
2. Examination Committees shall be constituted and notified at dept. level to oversee examination process. The Committee to be notified with duty hours, contact details of members, their email id's for information of all students of the deptt and the examination section. The Committee shall ensure completion of examination process.
3. Examination Section, IT section LMS team shall remain available to assist for any trouble shooting on the part of student and faculty.
4. Attendance requirement would not be made a strict condition in the current scenario. Students living in remote areas will have access to uploaded material on their ease/availability of internet and interact through assignments, their attendance may be checked by assessing students' responses.
5. Sample questions shall be shared with all faculty members.
6. Deans/HoDs shall ensure that question paper is designed in line with open book policy of examination without any compromise on quality.
7. Clear instructions regarding source material for open book examination shall be announced explicitly well before commencement of examination: source material for open book examination has to be from same material stored in e-folders for the course.
8. Maximum time for examination shall be 08 hours. Starting and submission time has to be saved in the system.
9. If a student is unable to submit the answer book within the given time limit i.e. **08 hours**.

10. Question papers should be saved in the Google Classroom as scheduled post, so that it becomes available to the students on the date and time announced in the date-sheet.
11. There will be only one format for submitting examination response: i.e. **hand-written in blue ink**. After completing the examination, students need to submit/upload it in PDF format in the LMS/Google Class (where they used to submit their class assignments).
12. Cheating/copied or plagiarised content and consulting with fellow students would be considered under the category of unfair means and shall be dealt with as per rules of UMCC. Teachers may report such matters to examination section through their HoDs.
13. Students shall be made to understand notified code of conduct and be advised to sign honesty pledge before taking/downloading the exam. Penalties shall be implemented as per notified policy of Unfair Means Control Committee (UMCC) for breach of the pledge.
14. In Covid-19 pandemic situation, internship/projects which require students to learn practical aspects of the registered internship/project, cannot be taken up in the current scenario. It is hereby proposed that the examination of such cases may also be given by assessing students' theoretical knowledge about the courses.
15. The university has a clear policy regarding facilitation to the handicapped students during examination process. Such students may be advised by the departments to seek prior approval for helper/writer, through email, from exam section as per policy and practice.
16. The Teacher shall mark the paper and post the result in the LMS system.

Examination Work Flow

